

Meeting Date	9/21/2016				
Issue Date	9/21/2016				
Notes Taken By:	Christian Huntress				
CIRCULATION	COMPANY	EMAIL ADDRESS	PHONE		
Alan Benson	Town of Boxford	abenson@town.boxford.ma.us	978.887.6000 x502		
Susan Inman	Town of Boxford	sinman@town.boxford.ma.us	978.887.6000 x502		
Ross Povenmire (RP)	Town of Boxford	rpovenmire@town.boxford.ma.us	978.887.6000 x181		
Margaret Chow Menzer	Town of Boxford	mcmenzer@gmail.com	978.887.8135		
Thomas E. Liddy	Lucas Environmental	tel@lucasenvironmental.net	617.405.4053		
Christopher M. Lucas	Lucas Environmental	cml@lucasenvironmental.net	617.405.4140		
Greg J. Hochmuth (GH)	Williams & Sparages, LLC	ghochmuth@wsengineers.com	978.539.8088		
Christian C. Huntress (CH)	Huntress Associates, Inc. (HAI)	chris@huntressassociates.com	978.470.8882		
John Morin	Morin Cameron, LLC (MC)	John@morincameron.com	978.887.8586		
Michael J. DeRosa	DeRosa Environmental, LLC (DeRosa)	michaelderosa@gmail.com	978.948.7717		
James Doherty	RAD Sports	lpd@radsports.com	781.871.4400 x205		
Ed Kingsley (EK)	RAD Sports		781.871.4400		
Anthony Marchetti	RAD Sports	an@radsports.com	781.871.4400		
Boxford Common Project Meeting Notes					
ITEM	DATE	DESCRIPTION	STATUS	RESPONSIBLE	DUE DATE
1	9.21.16	Regular Weekly Meeting: 7:45 am. CH & EK.	Update	HAI	N/A
2	9.21.16	Erosion control installation was inspected is being properly maintained.	Update	HAI	N/A
3	9.21.16	Field #1 Progress - Field #1 is complete. Testing, training and final acceptance is pending.	Update	HAI	N/A
4	9.21.16	Middleton Road was inspected and looked clean and well kept. A "No Public Access sign", has been installed as requested by the PBC.	Update	HAI	N/A
5	9.21.16	CH reviewed the construction of the stone landscape walls and approved of the construction style and technique. The intent is that the walls resemble the old farmers walls found on other parts of the site. The privacy fence along the abutting properties on Samuel Bixby Way is complete, as per plans and details.	Update	HAI	N/A
6	9.21.16	Work is on hold in the emergency access roadway. The base stone and drainage have been installed. The trench for electric will remain open until approved by NGrid. A "No Public Access sign", has been installed as requested by the PBC.	Update	HAI	N/A
7	9.21.16	EK reviewed the schedule of work over the next two weeks. Mowing and trimming of grass will take place later this week, hydro seed of all disturbed areas will be complete by next week. RAD will be fine grading the gravel driveway and parking areas in anticipation of installing 2.5" binder course of asphalt starting on Monday September 26th. EK will review the installation schedule for plant material with JD and report back.	Update	HAI	N/A
8	9.21.16	EK & CH reviewed existing plant material installed to date. Any plant material which has not survived will be replaced prior to final acceptance.	Update	HAI	N/A
9	9.21.16	CH reminded RAD that it is their responsibility to request a review from the Conservation Commission to allow the project to advance to Phase 3. The Conservation Commissions main concern was with regard to stabilization of all grass areas and a requirement that all pavement be to binder course.	Update	HAI	N/A
10	9.21.16	The anticipated schedule includes stabilization efforts through September and a request to advance to phase 3 later next week or in early October. CH to review with the PBC at their next meeting.	Update	HAI	N/A
11	9.21.16	Next meeting is scheduled for September 28, 2016 at 7:30am	Update	HAI	N/A
End of project notes: Changes or clarifications may be submitted by email to chris@huntressassociates.com Otherwise, all information contained in this document is considered accurate and shall become part of the project record					

CONTINGENCY EXPENSE & CHANGE ORDER LOG						
Total Contingency Available				\$223,430.00		
Expense / Change Order #	As requested by:	Scope of work	Cost	Accept /Reject	By	
Lucas Environmental	PBC - Town of Boxford	Wildlife Biologist to oversee Turtle Habitat Construction on behalf of the Town of Boxford - Required by NHESP	\$17,950.00	Accepted	PBC	
PCO #1	PBC - Town of Boxford	Provide and install additional sand in the Turtle Nesting Habitat Area, as required by Lucas Environmental.	\$6,428.80	Accepted	PBC	
PCO #2	PBC - Town of Boxford	Provide & Install 12 signs around project site to limit access, as requested by Boxford Board of Selectmen	\$618.00	Accepted	PBC	
PCO #3	PBC - Town of Boxford	Credit for removal of football hash marks, numbers and arrows, as requested by PBC.	(\$4,200.00)	Accepted	PBC	
Alpha Analytical	PBC - Town of Boxford	Cost for testing of crumb rubber, as required by the Boxford Board of Health	\$720.00	Accepted	PBC	
PCO #4	PBC - Town of Boxford	Solid Board Privacy Fence (355' LF at 8' Height)	\$29,820.00	Accepted	PBC	
PCO #4	PBC - Town of Boxford	Solid Board Privacy Fence (130' LF at 8' Height)	\$10,920.00	Accepted	PBC	
PCO #4	PBC - Town of Boxford	Additional Evergreen Trees - 9 White Spruce	\$6,220.35	Accepted	PBC	
PCO #5	PBC - Town of Boxford	RAD/Island Light & Power - Electrical Modifications required by NGrid on the private side of the service	\$11,250.00	Accepted	PBC	
Total of Accepted PCO's to date:			\$79,727.15			
Total Remaining Contingency Available			\$143,702.85			
Pending Change Orders						
National Grid	National Grid	NGrid - Service agreement dated 9/6/16 - For work on the public side of the electrical service.	\$20,737.37	Pending		
FIELD #1 - ENTRY PLAN						
	PBC - Town of Boxford	Precast Concrete Pavers (Unilock Brussels Block, tumbled)	\$22,240.00	Pending		
	PBC - Town of Boxford	Benches (3, total)	\$3,825.00	Pending		
	PBC - Town of Boxford	Relocate Site Memorial Stone (No Charge)	\$0.00	Pending		
	PBC - Town of Boxford	Additional Stone Landscape Walls (1) (44 LF Total - 2 walls)	\$4,720.32	Pending		
	PBC - Town of Boxford	Concrete Footing at Kiosk to support weight of future bronze plaque	\$500.00	Pending		
FIELD #2 - ENTRY PLAN						
	PBC - Town of Boxford	Precast Concrete Pavers (Unilock Brussels Block, tumbled)	\$22,240.00	Pending		
	PBC - Town of Boxford	Benches (3, total)	\$3,825.00	Pending		
	PBC - Town of Boxford	Relocate Site Memorial Stone (No Charge)	\$0.00	Pending		
	PBC - Town of Boxford	Additional Stone Landscape Walls (1) (44 LF Total - 2 walls)	\$4,720.32	Pending		
	PBC - Town of Boxford	Concrete Footing at Kiosk to support weight of future bronze plaque	\$500.00	Pending		
	PBC - Town of Boxford	Additional Benches on 3'x7'x4" Concrete Pad	\$6,705.00	Pending		
MIDDLETON ROAD ENTRY						
	PBC - Town of Boxford	Additional Stone Landscape Walls (1)	\$17,700.00	Pending		
(1) If additional stone wall material is required to be purchased from off-site source an additional charge of \$125/ton would apply.						
Pricing for all item provided upon the request of the Town of Boxford and the PBC.						



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8



Photo 9



Photo 10



Photo 11



Photo 12



Photo 13



Photo 14



Photo 15



Photo 16



Photo 17



Photo 18